



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Secretary 1 (Bargaining Unit) **PCN:** 084407  
**DEPARTMENT:** Establishment **P.R.:** T3  
**REPORTS TO:** Cynthia Thomas, Office Manager

**RESPONSIBILITIES:** Provides secretarial and clerical support to the department. Receives, organizes, reviews, and processes cases. Forwards information to attorneys/hearing officers for signatures when needed. Types correspondence. Reviews administrative and court documents for accuracy. Answers and returns telephone calls. Handles confidential and sensitive inquiries from internal and external clients.

Files, sorts, organizes and distributes files accordingly. Researches information concerning cases. Examines client files to verify all current, legal and required documentation is in file. Schedules hearings, and attends meeting and trainings. Updates manuals and trains office staff as specified.

**MINIMUM QUALIFICATIONS:** High school graduate or equivalent with one (1) year of clerical or secretarial experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$12.04/hour, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Tuesday, August 25, 2015

**DEADLINE TO APPLY:** Tuesday, September 8, 2015

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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